

Settings**Case Manager WIA****Individual Activities Tab**

Privilege	View	Full	State	Local	None
Alternate Contacts		X			
Employment History		X			
Job Referral					X
Service Plan					X

Individual Assessment Tab

Privilege	View	Full	State	Local	None
Basic Skills Assessment		X			
Objective Assessment					X
Other Assessment		X			
Work Keys					X

Case Assignment

Privilege	View	Full	State	Local	None
Batch Individual Case Assignment					X
Case Re-Assignment					X
Case Temporary Assignment					X
Employer Case Assignment					X
Individual Case Assignment					X
Manage Groups					X
Staff Group Assignment					X

Case Notes Tab

Privilege	View	Full	State	Local	None
Individual Case Notes		X			

Employer Case Management Tab

Privilege	View	Full	State	Local	None
Case Notes					X
Employer Activities					X

Employer File Folders Tab

Privilege	View	Full	State	Local	None
Corporate Profile Access					X
Recruitment Plan Access					X
Search History Access					X

Manage Employers Tab

Privilege	View	Full	State	Local	None
Create an Employer Account					X
Employer System Access Rights					X
Work with an Employer					X

Individual File Folders Tab					
Privilege	View	Full	State	Local	None
Employment Plan Folder Access		X			
Personal File Folder Access		X			
Report Folder Access		X			
Search History Access		X			
Individual Fund Tracking Tab					
Privilege	View	Full	State	Local	None
Account Limits					X
Fund Reallocation					X
Fund Redistribution					X
Manage Contracts					X
Manage Funds					X
Manage IFT Admin					X
Manage Individual Limits		X			
Manage Providers					X
Manage Tracking					X
Manage Voucher Approval					X
Manage Individuals Tab					
Privilege	View	Full	State	Local	None
Assign Individual Cases to Staff Members					X
Create an Individual Account		X			
Manage individual Services					X
Scheduled Services					X
View Case Load		X			
Work with Individuals		X			
Manage Job Orders Tab					
Privilege	View	Full	State	Local	None
Job Order Follow Up Referrals					X
Job Order Mass Referrals					X
Job Order Referral Results					X
Job Order Referrals requiring Staff Review					X
Job Order Verification					X
Job Order Vet Rep					X
Manage Appointments/Messages Tab					
Privilege	View	Full	State	Local	None
Appointments		X			
Correspondence					X
Messages		X			

Manage Profiling Tab					
Privilege	View	Full	State	Local	None
Profiling Non-Compliance / Waived					X
Profiling Orientation Letter					X
UI Data Maintenance					X
Staff Reports Tab					
Privilege	View	Full	State	Local	None
9002 Reports					X
Case Management, Case Load Reports		X			
Case Management, Management Reports					X
Case Management, Predictive Reports					X
Enrolled Individuals Reports		X			
Job Order Reports					X
Performance Reports					X
Registered Employer Reports					X
Registered Individuals Reports		X			
Resume Reports					X
Services Provided Individuals Reports		X			
Services to Employer Reports					X
Survey Reports					X
Tracking Reports					X
WIA Annual Reports					X
WIA Quarterly Reports					X
Individual Programs Tab					
Privilege	View	Full	State	Local	None
Assessment		X			
Case Notes		X			
Common Intake		X			
Unemployment Services					X
Welfare-to-Work					X
Workforce Investment Act		X			
Youth Services					

Gray indicates this is not available in your system

Yellow indicates Labor Exchange

Purple indicates Employer Services

Green indicates Accessible fields for WIA related services/functions